

# PUBLIC PROGRAMS IN THE ARTS AWARD CERTIFICATION FORM

Applicants should read the guideline instructions before completing this form.  
Form can be handwritten or typed in 12-point font. Fill in all fields.

**Applicant/Organization** (IRS name)

\_\_\_\_\_

Contact Name and Title \_\_\_\_\_

Street Address \_\_\_\_\_ . PO Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Phone-Day- \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Web-site \_\_\_\_\_

This is a new ☐ address or ☐ phone number.

☐ Applicant is acting as a Fiscal Agent  
(see page 6)

Period of support: Start Date \_\_\_\_\_ End Date \_\_\_\_\_

◆ U.S. Congressional District 1 ☐ OR District 2 ☐      ◆ Legislative District \_\_\_\_\_

Number of years doing business in Idaho \_\_\_\_\_ Federal Tax ID# \_\_\_\_\_  
(required)

In a one-page, narrative, describe how you will use these funds. Attach to certification page and budget form.

If you have received a grant, did you submit the required final report?      ☐ yes ☐ no

*Authorizing Signatures* - I certify that the information contained in this application, including attachments and support materials, is true and correct to the best of my knowledge. I have read and agree to comply with the *Legal Requirements* of accepting this grant.

\_\_\_\_\_  
Authorized Staff/Project Coordinator Date

\_\_\_\_\_  
Financial Officer Date

\_\_\_\_\_  
Authorizing Official (person able to legally obligate the applicant) Date

# PPA BUDGET FORM 5-A

Applicants should read the guideline instructions before completing this form.  
Form can be handwritten or typed in 12-point font. Fill in all fields.

Organization: \_\_\_\_\_

Your fiscal year begins \_\_\_\_\_ and ends \_\_\_\_\_

Expenses for the past fiscal year should be actual costs, supported by financial statements. When income and expenses vary more than 25% in specific line items from one year to the next, include one additional page referencing the categories and explaining the increase or decrease.

## INCOME

Past Fiscal Year (actual)	Past Fiscal Year (actual)	Last Fiscal Year (actual)	Current Fiscal Year (budget)
------------------------------	------------------------------	------------------------------	---------------------------------

### EARNED

Admissions	\$	\$
Contracted Services	\$	\$
Other	\$	\$

### CONTRIBUTED

Corporate Support	\$	\$
Individual Support	\$	\$
Foundation Support	\$	\$
Government Support – Federal	\$	\$
Government Support – State (incl. ICA)	\$	\$
Government Support – Local	\$	\$
Cash	\$	\$

### TOTAL CASH INCOME

\$	\$	\$	\$
----	----	----	----

### TOTAL IN-KIND CONTRIBUTIONS

\$
----

## EXPENSES

Past Fiscal Year (actual)	Past Fiscal Year (actual)	Last Fiscal Year (actual)	Current Fiscal Year (budget)
------------------------------	------------------------------	------------------------------	---------------------------------

Personnel (include salary and benefits)	\$	\$
Outside Fees and Services	\$	\$
Production	\$	\$
Space/Facilities	\$	\$
Travel	\$	\$
Marketing/Promotion	\$	\$
Other Expenses	\$	\$

### SUBTOTAL OPERATING EXPENSES

\$	\$	\$	\$
----	----	----	----

Capital Expenses

\$	\$
----	----

### TOTAL EXPENSES

\$	\$	\$	\$
----	----	----	----

## PPA IN-KIND CONTRIBUTIONS – Itemize here

Organization \_\_\_\_\_

**In-Kind contributions** are goods and services, donated by individuals and organizations other than the applicant, that can be given a cash value. They directly benefit the proposed activity, demonstrate community support, and must correspond with project expenses. They do not include staff salary and benefits that are part of day-to-day operations.

Calculate donated goods and services at fair market value.

DONATED ITEMS or SERVICES	CONTRIBUTOR	CASH VALUE
---------------------------	-------------	------------

### Total Outside Fees and Services

Artistic (guest artists, other)

\$ \_\_\_\_\_

\_\_\_\_\_

Volunteers (technical, admin, other)

\$ \_\_\_\_\_

\_\_\_\_\_

Other

\$ \_\_\_\_\_

\_\_\_\_\_

### Space/Facilities Rental

\$ \_\_\_\_\_

\_\_\_\_\_

### Travel

\$ \_\_\_\_\_

\_\_\_\_\_

### Marketing/Promotion

\$ \_\_\_\_\_

\_\_\_\_\_

### Capital Donations\* (itemize)

\$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

### Operating Expenses\* (itemize)

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

TOTAL IN-KIND CONTRIBUTIONS:     \$ \_\_\_\_\_

For definitions see glossary in the Idaho Commission on the Arts Guidelines or visit our website  
@[www.arts.idaho.gov](http://www.arts.idaho.gov)